



**United States District Court
District of South Dakota**

VACANCY ANNOUNCEMENT 18-07

POSITION TITLE:	Chief Deputy Clerk, Type II
POSITION TYPE:	Full-time, Permanent
LOCATION:	Sioux Falls, SD
SALARY RANGE:	JSP 13/1 – JSP 16/1 (\$87,252 - \$142,240) Dependent upon qualifications and experience in accordance with the Judicial Salary Plan
OPENING DATE:	May 4, 2018
CLOSING DATE:	First Review: Tuesday, June 5, 2018. Position is considered open until filled.

POSITION OVERVIEW

The Clerk's Office of the United States District Court for the District of South Dakota is recruiting for a full-time, permanent, excepted service Chief Deputy Clerk position in Sioux Falls, South Dakota. The Chief Deputy Clerk is an executive position reporting directly to the Clerk of Court and is responsible for assisting in the supervision, planning, developing, implementing and refining of office policies, procedures and programs; and management of operations of the office.

The Clerk's Office and U.S. Probation operate in a shared services environment for the provision of budget and finance, information and technology, and human resources services.

DUTIES AND RESPONSIBILITIES

The Chief Deputy Clerk shall exercise such administrative powers and perform such duties as may be delegated by the Clerk of Court, including but not limited to:

- Reviewing and analyzing organizational structures, reporting relationships and functional assignments, meeting current and future organizational needs.
- Establishing and adjusting long-range schedules, priorities and deadlines for completion of work assignments, and coordinating work schedules among subordinate units.
- Assigning and explaining work requirements to subordinate levels of supervision for new or changed programs, functions, goals and processes.
- Establishing operating guidelines to implement procedures, methods and other work related changes.
- Supervising the receipt, handling, preparation, maintenance, storage, and control of all Clerk's Office records.
- Supervising the release, certification, and authentication of copies or originals of all official records of the Court and Clerk's Office. This involves such internal administrative records as time, leave, payroll, travel, per diem, and other fiscal records relating to the operation of the district.
- Supervising Shared Services to include space and facilities, information technology and human resources matters.

- Reviewing and analyzing organizational structure, reporting relationships, and functional assignments to meet current and future needs.
- Performing personnel related duties including, but not limited to, selecting or recommending the selection of individuals to be hired, recommending personnel actions, and evaluating performance.
- Supervising the administration of the Court's Jury Selection Plan with particular attention to maximum utilization of jurors.
- Supervising the reporting and accounting of all money received in and processed through the Clerk's Office, including filing fees, fines, and restitution payments, deposits in land condemnation and personal injury actions, deposits for costs, cash bonds, naturalization fees, etc.
- Assisting with the development and oversight of the Court's budget to include the creation and implementation of both long and short-term budget plans.
- Assisting with the taxation of costs.
- Supervising the preparation and submission of statistical reports relating to case filings and dispositions, use of jurors, trials and pre-trials conducted, naturalization petitions, and other reports required to reflect the workload of the Court and the Clerk's Office.
- Supervising and performing quasi-judicial duties with regard to entering defaults and default judgments.
- Establishing and adjusting schedules, priorities, and deadlines for completion of work assignments, and coordinating work schedules among subordinate units.
- Establishing operating guidelines to implement procedures, methods, and other work related changes.
- Monitoring the quantity and quality of work and taking or recommending necessary corrective actions.
- Interacting with the Administrative Office, other federal courts, court units, the bar, government agencies, judges, and the public to resolve issues of practice and procedure.
- Performing other duties as assigned.

QUALIFICATIONS

- A minimum of six years of progressively responsible, successful, and substantive administrative experience in public service or business that provides a thorough understanding of planning needs, organizational requirements, procedural necessities, and human aspects of managing a complex and multi-faceted organization. At least three of the six years of experience must have been in a position with management responsibility.
- The successful candidate must be a leader, motivator, highly organized, and maintain a professional demeanor at all times. Candidate must also have the ability to provide innovative solutions to workplace problems and employee relation issues; possess excellent written and verbal communication skills; have expertise in dealing with others in person-to-person work relationships and strong analytical and project management skills.
- Strong leadership skills and the ability to effectively coach, develop, direct, and manage a skilled, service oriented team.
- Exceptional organizational and time management skills. Ability to handle multiple tasks simultaneously.

- Excellent interpersonal skills. Excellent written and verbal communication skills with the ability to communicate information clearly and accurately.
- Computer literacy of every kind is assumed and will be essential to success in the position.
- Availability for occasional travel, including overnight.

EDUCATION

- A graduate degree in judicial administration, public or business administration, management, law or other related field from an accredited college or university is preferred. Educational substitutions may be made for some experience requirements.

CONDITIONS OF EMPLOYMENT

- U.S. District Court employees are required to adhere to the *Code of Conduct for Judicial Employees* and are subject to strict confidentiality requirements.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- Applicants must be U.S. citizens or eligible to work in the United States.

APPLICATION INSTRUCTIONS

Submit in PDF format via e-mail to mesa_scott@sdd.uscourts.gov all of the following:

1. A cover letter addressing how you meet the qualifications, skills, and experience necessary to perform the job;
2. A detailed resume, including a list of three professional references; and
3. A completed AO 78, Application for Federal Judicial Branch Employment

INCOMPLETE SUBMISSIONS MAY NOT BE CONSIDERED.

ADDITIONAL INFORMATION

- Employment references will be checked prior to a job offer.
- The successful candidate will undergo a mandatory FBI fingerprint check/background investigation and will be considered a provisional employee pending successful completion of the investigation.
- The Court is not authorized to reimburse candidates for travel in connection with an interview.

The District Court Clerk's Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool.

THE DISTRICT COURT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER